

MISSION IMPACT STATEMENT JUSTIFYING CHANGE OF PORT CALL

FROM (Last, First, MI of Traveler/Sponsor)		RANK/RATE	SSN
TO NAVY PASSENGER TRANSPORTATION OFFICER, FAR EAST/GUAM			
VIA (TRAVELER/SPONSOR'S COMMAND) COMMANDING OFFICER			
1. PERSONAL INFORMATION			
DATE PRR SUBMITTED BY MEMBER		DATE TRAVEL CONFIRMATIONS RECEIVED BY MEMBER	
PRR REQUESTED FOR <input type="checkbox"/> MEMBER ONLY <input type="checkbox"/> MEMBER AND DEPENDENTS <input type="checkbox"/> DEPENDENTS ONLY			
REQUESTED DEPARTURE DATE	TRAVEL WINDOW <input type="checkbox"/> +3 DAYS <input type="checkbox"/> +7 DAYS <input type="checkbox"/> +14 DAYS		CONFIRMED DEPARTURE DATE
2. THE FOLLOWING FLIGHT CONFIRMATION WAS PROVIDED TO ME.			
FROM DEPARTURE DATE TIME	VIA DEPARTURE DATE TIME	TO ARRIVAL DATE TIME	FLIGHT NUMBER(S)
3. THIS FLIGHT RESERVATION DOES NOT MEET MY MISSION REQUIREMENTS FOR THE FOLLOWING REASONS:			
4. MY NEW PORTCALL REQUIREMENTS ARE THE FOLLOWING:			
FROM DEPARTURE: DATE: TIME:	VIA DEPARTURE: DATE: TIME:	TO DEPARTURE: DATE: TIME:	
NEW PORT CALL REQUESTED FOR: <input type="checkbox"/> MEMBER ONLY <input type="checkbox"/> MEMBER AND DEPENDENTS <input type="checkbox"/> DEPENDENTS ONLY			
NAME OF DEPENDENTS IF APPLICABLE (Last, First, MI)			
PRIVACY ACT STATEMENT: THE INFORMATION REQUESTED ON THIS FORM IS PROTECTED UNDER AUTHORITY OF 5 U.S.C. 552a AND THE JOINT TRAVEL REGULATION FOR USE IN MAKING FLIGHT ARRANGEMENTS FOR OFFICIAL TRAVEL. THIS FORM IS USED IN PREPARING AN ACCURATE TRAVEL ITINERARY AND REMAINS A PART OF THE FILE FOR THE AUTHORIZED TRAVEL INVOLVED. DISCLOSURE OF THE REQUESTED INFORMATION IS VOLUNTARY, HOWEVER COMPLETION OF THE FORM IS NECESSARY BEFORE TRANSPORTATION CAN BE AUTHORIZED. FAILURE TO PROVIDE ANY OF THE REQUESTED INFORMATION MAY RESULT IN DISAPPROVAL OF THE TRAVEL REQUEST.			
SIGNATURE OF TRAVELER/SPONSOR			DATE
FIRST ENDORSEMENT			
From: Commanding Officer _____ To: Transportation Officer, Navy Passenger Transportation Office, Far East/Guam			
1. Request to change port call is approved / disapproved (circle one).			
2. Additional expenditure of TDY funds is authorized / not authorized (circle one). I understand that this approval is considered void if the new port call requires additional expenditure of PCS travel funds unless the traveler agrees to pay the additional cost at his/her own expense with no reimbursement.			
SIGNATURE OF CO/XO			DATE
NOTES AND INSTRUCTIONS			
1. A port call is an official modification to orders. 2. This form will be used to submit a change to a confirmed port call. The member is requested to complete all blocks above the "FIRST ENDORSEMENT" line. 3. The member's command is requested to review the reason provided and certify that the port call provided will adversely impact "MISSION REQUIREMENT" justification. Approval signature is requested from the unit Commanding Officer or Executive Officer. 4. Command approval is required since the new routing may involve additional cost chargeable to the TDY Orders. Approval is conditional for members traveling on PCS Orders since funding authority is retained by CHNAVPERS. 5. Upon completion, this form should be forwarded to the servicing PERSUPPDET/CUSERVDESK or NAVPTO.			